



# Office of State Publishing

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## STD. FORMS DISTRIBUTION AND REPRODUCTION POLICY

**Government Code Sections 14770, 14771, 14772, 14773, 14774, and 14775** mandate the Forms Management Center (FMC) and its responsibility to manage and maintain the integrity of the State Standard (STD.) Forms Program. To ensure compliance, distribution and reproduction of STD. Forms will be conducted by the Forms Management Center.

In accordance with **Government Code Section 14771**, State government agents and entities doing business with the state should use STD. Forms disseminated by FMC rather than reproduce their own. FMC offers STD. Forms as Paper Forms and ePaper Forms (electronic paper). Paper Forms are available in prepackaged quantities and minimum print quantities. ePaper Forms are available on FMC's Website for online use and for installation on the computing infrastructure of a governmental agency.

These compliancy practices reduce costs associated with reproduction, dissemination, destruction, and storage. Eliminates redundancy by serving as a centralized location for management of STD. Forms. Observing these compliancy practices avoids the probability of using an expired form revision or a bootlegged form. Bootlegged forms and expired form revisions have been found to increase administration costs and cause legality problems.

Using STD. Forms managed by FMC ensures that the most cost-effective, economical and efficient solution is provided to the state.

For more information, reference **State Administrative Manual Sections 1700, 1720, 1725, and 1730** or contact an FMC Forms Consultant by phone at (916) 323-0311 or (916) 324-9697, or by email at [FormsManagement@dgs.ca.gov](mailto:FormsManagement@dgs.ca.gov).